

**Attachment 2**

**Wage Rate Determination**

**Janitorial Service Contract  
at the**

**Birmingham Air Traffic Control Tower (ATCT)  
Birmingham, Alabama**

WD 05-2003 (Rev.-12) was first posted on www.wdol.gov on 06/17/2011

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Diane C. Koplewski Division of  
Director Wage Determinations

Wage Determination No.: 2005-2003  
Revision No.: 12  
Date Of Revision: 06/13/2011

State: Alabama

Area: Alabama Counties of Bibb, Blount, Cullman, Fayette, Greene, Hale,  
Jefferson, Lamar, Marengo, Perry, Pickens, Shelby, St Clair, Tuscaloosa, Walker

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.69
01012 - Accounting Clerk II		20.01
01013 - Accounting Clerk III		20.98
01020 - Administrative Assistant		20.68
01040 - Court Reporter		17.92
01051 - Data Entry Operator I		13.96
01052 - Data Entry Operator II		15.23
01060 - Dispatcher, Motor Vehicle		17.92
01070 - Document Preparation Clerk		12.47
01090 - Duplicating Machine Operator		12.47
01111 - General Clerk I		13.41
01112 - General Clerk II		14.66
01113 - General Clerk III		16.52
01120 - Housing Referral Assistant		20.52
01141 - Messenger Courier		10.42
01191 - Order Clerk I		13.42
01192 - Order Clerk II		14.83
01261 - Personnel Assistant (Employment) I		17.24
01262 - Personnel Assistant (Employment) II		20.67
01263 - Personnel Assistant (Employment) III		24.58
01270 - Production Control Clerk		20.67
01280 - Receptionist		12.47
01290 - Rental Clerk		14.86
01300 - Scheduler, Maintenance		16.45
01311 - Secretary I		16.45
01312 - Secretary II		18.26
01313 - Secretary III		20.52
01320 - Service Order Dispatcher		16.44
01410 - Supply Technician		22.50
01420 - Survey Worker		17.92
01531 - Travel Clerk I		10.99
01532 - Travel Clerk II		11.68
01533 - Travel Clerk III		12.41
01611 - Word Processor I		14.45
01612 - Word Processor II		15.82
01613 - Word Processor III		18.17
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		21.33
05010 - Automotive Electrician		17.57
05040 - Automotive Glass Installer		16.60

05070 - Automotive Worker	16.60
05110 - Mobile Equipment Servicer	14.02
05130 - Motor Equipment Metal Mechanic	18.53
05160 - Motor Equipment Metal Worker	16.60
05190 - Motor Vehicle Mechanic	17.83
05220 - Motor Vehicle Mechanic Helper	14.05
05250 - Motor Vehicle Upholstery Worker	15.63
05280 - Motor Vehicle Wrecker	16.60
05310 - Painter, Automotive	17.57
05340 - Radiator Repair Specialist	16.60
05370 - Tire Repairer	11.71
05400 - Transmission Repair Specialist	18.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.25
07041 - Cook I	8.54
07042 - Cook II	9.67
07070 - Dishwasher	8.20
07130 - Food Service Worker	8.72
07210 - Meat Cutter	12.96
07260 - Waiter/Waitress	7.51
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.44
09040 - Furniture Handler	10.18
09080 - Furniture Refinisher	15.44
09090 - Furniture Refinisher Helper	11.95
09110 - Furniture Repairer, Minor	13.64
09130 - Upholsterer	15.44
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.23
11060 - Elevator Operator	9.15
11090 - Gardener	11.73
11122 - Housekeeping Aide	9.15
11150 - Janitor	9.15
11210 - Laborer, Grounds Maintenance	10.63
11240 - Maid or Houseman	8.43
11260 - Pruner	10.67
11270 - Tractor Operator	11.83
11330 - Trail Maintenance Worker	10.63
11360 - Window Cleaner	9.87
12000 - Health Occupations	
12010 - Ambulance Driver	15.95
12011 - Breath Alcohol Technician	15.95
12012 - Certified Occupational Therapist Assistant	23.68
12015 - Certified Physical Therapist Assistant	23.08
12020 - Dental Assistant	13.62
12025 - Dental Hygienist	24.96
12030 - EKG Technician	21.05
12035 - Electroneurodiagnostic Technologist	21.05
12040 - Emergency Medical Technician	15.95
12071 - Licensed Practical Nurse I	14.47
12072 - Licensed Practical Nurse II	16.19
12073 - Licensed Practical Nurse III	18.06
12100 - Medical Assistant	13.28
12130 - Medical Laboratory Technician	15.29
12160 - Medical Record Clerk	12.66
12190 - Medical Record Technician	14.17
12195 - Medical Transcriptionist	14.36
12210 - Nuclear Medicine Technologist	28.00
12221 - Nursing Assistant I	9.31
12222 - Nursing Assistant II	10.47
12223 - Nursing Assistant III	11.43



12224 - Nursing Assistant IV	12.82
12235 - Optical Dispenser	15.15
12236 - Optical Technician	14.12
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	12.82
12305 - Radiologic Technologist	21.70
12311 - Registered Nurse I	24.27
12312 - Registered Nurse II	29.69
12313 - Registered Nurse II, Specialist	29.69
12314 - Registered Nurse III	35.91
12315 - Registered Nurse III, Anesthetist	35.91
12316 - Registered Nurse IV	43.04
12317 - Scheduler (Drug and Alcohol Testing)	19.76
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.27
13012 - Exhibits Specialist II	21.42
13013 - Exhibits Specialist III	25.39
13041 - Illustrator I	17.27
13042 - Illustrator II	21.42
13043 - Illustrator III	25.39
13047 - Librarian	22.85
13050 - Library Aide/Clerk	10.24
13054 - Library Information Technology Systems Administrator	20.43
13058 - Library Technician	12.34
13061 - Media Specialist I	14.73
13062 - Media Specialist II	16.48
13063 - Media Specialist III	18.38
13071 - Photographer I	14.73
13072 - Photographer II	16.48
13073 - Photographer III	20.43
13074 - Photographer IV	24.99
13075 - Photographer V	30.23
13110 - Video Teleconference Technician	16.78
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.92
14042 - Computer Operator II	17.80
14043 - Computer Operator III	19.86
14044 - Computer Operator IV	22.06
14045 - Computer Operator V	24.43
14071 - Computer Programmer I	23.08
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.92
14160 - Personal Computer Support Technician	22.06
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.29
15020 - Aircrew Training Devices Instructor (Rated)	34.23
15030 - Air Crew Training Devices Instructor (Pilot)	38.85
15050 - Computer Based Training Specialist / Instructor	29.28
15060 - Educational Technologist	26.48
15070 - Flight Instructor (Pilot)	38.85
15080 - Graphic Artist	22.41
15090 - Technical Instructor	20.53
15095 - Technical Instructor/Course Developer	25.12
15110 - Test Proctor	16.57
15120 - Tutor	16.57

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.40
16030 - Counter Attendant	8.40
16040 - Dry Cleaner	10.30
16070 - Finisher, Flatwork, Machine	8.40
16090 - Presser, Hand	8.40
16110 - Presser, Machine, Drycleaning	8.40
16130 - Presser, Machine, Shirts	8.40
16160 - Presser, Machine, Wearing Apparel, Laundry	8.40
16190 - Sewing Machine Operator	10.90
16220 - Tailor	11.50
16250 - Washer, Machine	10.72
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.21
19040 - Tool And Die Maker	20.65
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.88
21030 - Material Coordinator	19.39
21040 - Material Expediter	19.39
21050 - Material Handling Laborer	12.57
21071 - Order Filler	10.30
21080 - Production Line Worker (Food Processing)	13.88
21110 - Shipping Packer	13.38
21130 - Shipping/Receiving Clerk	13.38
21140 - Store Worker I	9.98
21150 - Stock Clerk	14.06
21210 - Tools And Parts Attendant	13.88
21410 - Warehouse Specialist	13.88
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.46
23021 - Aircraft Mechanic I	22.07
23022 - Aircraft Mechanic II	23.46
23023 - Aircraft Mechanic III	24.83
23040 - Aircraft Mechanic Helper	16.11
23050 - Aircraft, Painter	20.32
23060 - Aircraft Servicer	18.38
23080 - Aircraft Worker	19.53
23110 - Appliance Mechanic	18.46
23120 - Bicycle Repairer	12.88
23125 - Cable Splicer	25.02
23130 - Carpenter, Maintenance	17.40
23140 - Carpet Layer	17.26
23160 - Electrician, Maintenance	20.18
23181 - Electronics Technician Maintenance I	21.06
23182 - Electronics Technician Maintenance II	22.51
23183 - Electronics Technician Maintenance III	24.03
23260 - Fabric Worker	16.05
23290 - Fire Alarm System Mechanic	18.15
23310 - Fire Extinguisher Repairer	15.23
23311 - Fuel Distribution System Mechanic	24.08
23312 - Fuel Distribution System Operator	18.15
23370 - General Maintenance Worker	16.20
23380 - Ground Support Equipment Mechanic	22.07
23381 - Ground Support Equipment Servicer	18.38
23382 - Ground Support Equipment Worker	19.53
23391 - Gunsmith I	14.81
23392 - Gunsmith II	17.27
23393 - Gunsmith III	19.71
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.42
23411 - Heating, Ventilation And Air Contditioning	19.20



Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	21.83
23440 - Heavy Equipment Operator	17.34
23460 - Instrument Mechanic	26.36
23465 - Laboratory/Shelter Mechanic	18.46
23470 - Laborer	11.87
23510 - Locksmith	17.95
23530 - Machinery Maintenance Mechanic	20.09
23550 - Machinist, Maintenance	19.22
23580 - Maintenance Trades Helper	13.59
23591 - Metrology Technician I	26.36
23592 - Metrology Technician II	23.67
23593 - Metrology Technician III	25.06
23640 - Millwright	18.86
23710 - Office Appliance Repairer	21.21
23760 - Painter, Maintenance	16.72
23790 - Pipefitter, Maintenance	19.03
23810 - Plumber, Maintenance	17.83
23820 - Pneudraulic Systems Mechanic	19.71
23850 - Rigger	19.71
23870 - Scale Mechanic	17.27
23890 - Sheet-Metal Worker, Maintenance	17.94
23910 - Small Engine Mechanic	16.64
23931 - Telecommunications Mechanic I	25.37
23932 - Telecommunications Mechanic II	30.76
23950 - Telephone Lineman	21.53
23960 - Welder, Combination, Maintenance	16.11
23965 - Well Driller	19.69
23970 - Woodcraft Worker	19.71
23980 - Woodworker	13.94
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.65
24580 - Child Care Center Clerk	15.30
24610 - Chore Aide	8.21
24620 - Family Readiness And Support Services Coordinator	13.44
24630 - Homemaker	19.50
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.46
25040 - Sewage Plant Operator	18.79
25070 - Stationary Engineer	22.46
25190 - Ventilation Equipment Tender	13.83
25210 - Water Treatment Plant Operator	18.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.72
27007 - Baggage Inspector	9.87
27008 - Corrections Officer	18.22
27010 - Court Security Officer	18.99
27030 - Detection Dog Handler	13.87
27040 - Detention Officer	18.22
27070 - Firefighter	20.70
27101 - Guard I	9.87
27102 - Guard II	13.87
27131 - Police Officer I	20.26
27132 - Police Officer II	22.49
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.11
28042 - Carnival Equipment Repairer	10.45
28043 - Carnival Equipment Worker	8.33
28210 - Gate Attendant/Gate Tender	12.32
28310 - Lifeguard	11.90

28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.06
28515 - Recreation Specialist	12.49
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.45
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.99
29020 - Hatch Tender	18.99
29030 - Line Handler	18.99
29041 - Stevedore I	16.68
29042 - Stevedore II	20.30
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	16.61
30022 - Archeological Technician II	18.58
30023 - Archeological Technician III	23.03
30030 - Cartographic Technician	23.03
30040 - Civil Engineering Technician	22.60
30061 - Drafter/CAD Operator I	16.61
30062 - Drafter/CAD Operator II	18.58
30063 - Drafter/CAD Operator III	22.03
30064 - Drafter/CAD Operator IV	25.20
30081 - Engineering Technician I	15.74
30082 - Engineering Technician II	17.65
30083 - Engineering Technician III	19.75
30084 - Engineering Technician IV	24.48
30085 - Engineering Technician V	29.94
30086 - Engineering Technician VI	36.22
30090 - Environmental Technician	22.51
30210 - Laboratory Technician	20.73
30240 - Mathematical Technician	23.13
30361 - Paralegal/Legal Assistant I	18.40
30362 - Paralegal/Legal Assistant II	22.81
30363 - Paralegal/Legal Assistant III	27.90
30364 - Paralegal/Legal Assistant IV	33.75
30390 - Photo-Optics Technician	23.13
30461 - Technical Writer I	19.00
30462 - Technical Writer II	23.25
30463 - Technical Writer III	26.90
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.80
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.10
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.33
31030 - Bus Driver	14.76
31043 - Driver Courier	14.18
31260 - Parking and Lot Attendant	9.12
31290 - Shuttle Bus Driver	14.65
31310 - Taxi Driver	10.90
31361 - Truckdriver, Light	14.65
31362 - Truckdriver, Medium	18.35
31363 - Truckdriver, Heavy	19.52
31364 - Truckdriver, Tractor-Trailer	19.52
99000 - Miscellaneous Occupations	



99030 - Cashier	10.51
99050 - Desk Clerk	10.65
99095 - Embalmer	21.58
99251 - Laboratory Animal Caretaker I	11.96
99252 - Laboratory Animal Caretaker II	13.13
99310 - Mortician	21.58
99410 - Pest Controller	16.32
99510 - Photofinishing Worker	14.08
99710 - Recycling Laborer	13.23
99711 - Recycling Specialist	16.14
99730 - Refuse Collector	11.87
99810 - Sales Clerk	12.40
99820 - School Crossing Guard	9.20
99830 - Survey Party Chief	19.14
99831 - Surveying Aide	11.63
99832 - Surveying Technician	15.96
99840 - Vending Machine Attendant	14.48
99841 - Vending Machine Repairer	17.51
99842 - Vending Machine Repairer Helper	14.48

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage



determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made



the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or



notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.